Travel Advisor Registry

User's Manual

Insurance Companies

This manual gives you step by step instructions on the functionality available to Insurance Companies who have access to the UStiA Travel Advisor Registry. If you do not yet have access, or aren't sure, please contact UStiA at ustia@msp-amc.com.

This manual will walk you through how to:

- Update your company information including Name, Address
- Add and remove admin users, and change your primary contact
- Download a report of all travel advisors who have indicated they offer your company's products

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Login at www.ustiaregistry.org

- Your company's assigned main contact originally received notice of access to the registry. You will need to set your password before gaining access.
  - o From ustiaregistry.org, select "Login" in the top right corner.
  - o Click "Forgot your password?"
  - o Type in the email address on file to send yourself a password reset link, and follow instructions. **Note, the email will be sent to the address on file.
- Once you have created your password, login at https://www.ustiaregistry.org/Identity/Account/Login
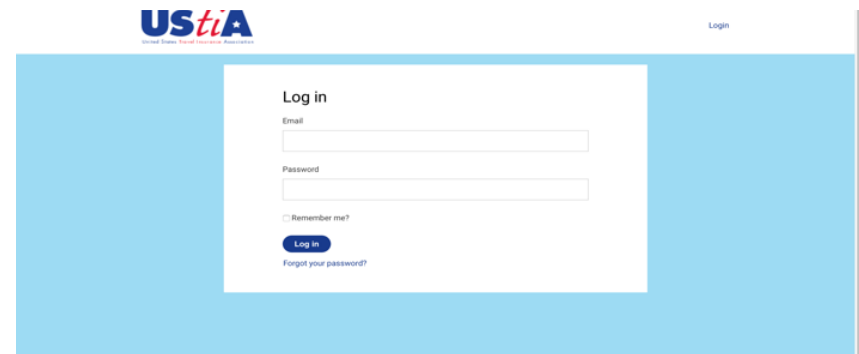
## You will be directed to the Insurance Company Dashboard.

- "Update Company Profile" to add/edit your company's name and/or address
- "Admin Users" to add company contact, add/remove admin privileges, and change your primary contact
- "Download Travel Advisor Registry Data" to generate an excel file of the travel advisors/agencies associated with your company
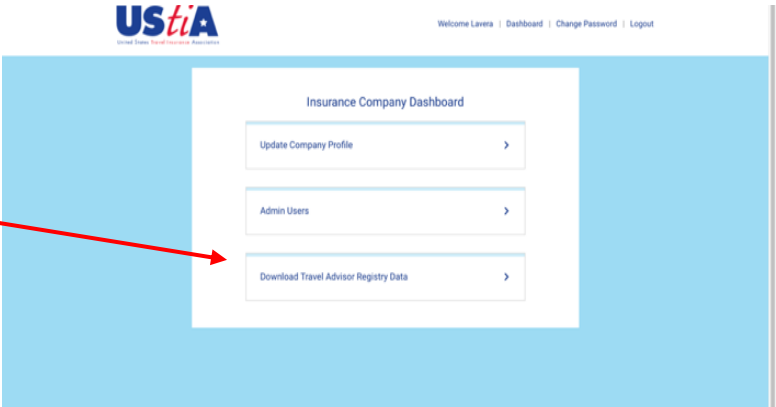
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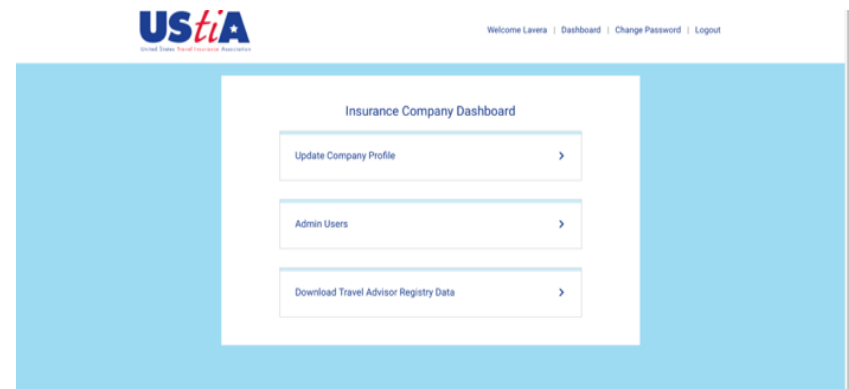
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Add an admin user

- Click "Admin Users" button then "Add Admin User"


- Complete the fields and hit Add Admin User again
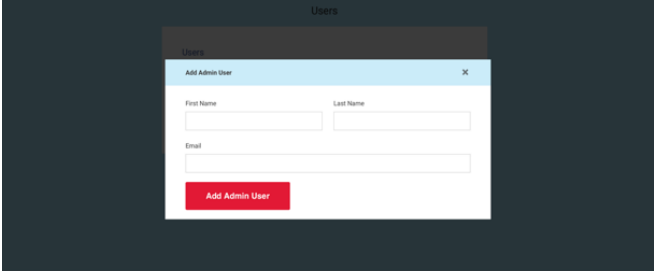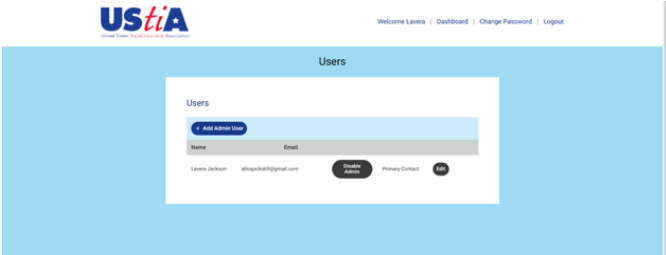
Download your Travel Advisor Registry Data

- Click "Download Travel Advisor Registry Data" button.

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- ****Your download is password protected. When you request to download, you will receive an email from mail@ustiaregistry.org with your one-time password to open the report that has been generated.
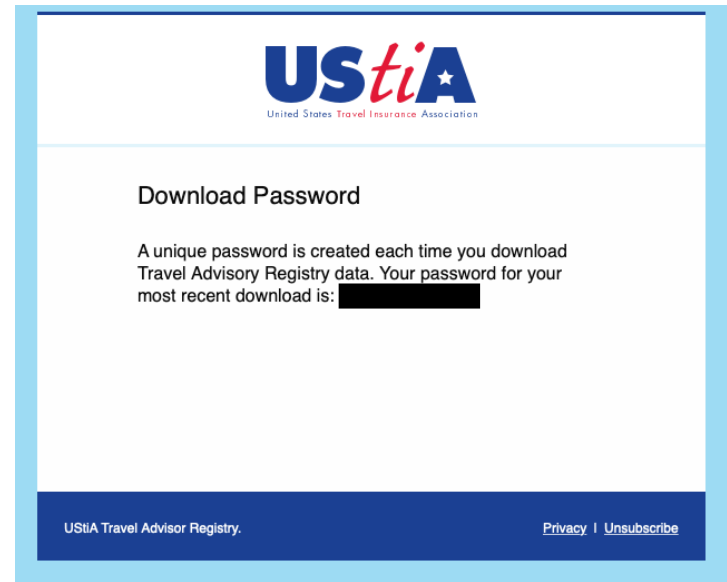
- Follow system instructions to select "save" or "open".

- Enter the one-time password received by email.
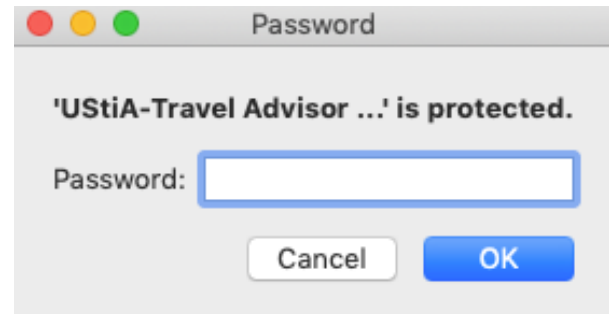
Questions? Contact us at ustia@msp-amc.com.